



17575 PEAK AVENUE MORGAN HILL, CALIFORNIA 95037

Morgan Hill Library
660 West Main Avenue
Morgan Hill, California

Chairperson:	Pamala Meador
Vice Chair:	Loren Burks Winzeler
Commission Member:	Susan Brazelton
Commission Member:	Amy Whelan
Commission Member:	Tim Hennessey
Commission Member:	Jorge Artiles
Commission Member:	Kerry Perryman

LIBRARY, CULTURE AND ARTS COMMISSION REGULAR MEETING

November 12, 2013

7:00 P.M.

AGENDA

CALL TO ORDER

ROLL CALL ATTENDANCE

DECLARATION OF POSTING OF AGENDA

Per Government Code 54954.2

PLEDGE OF ALLEGIANCE

OPPORTUNITY FOR PUBLIC COMMENT

PUBLIC COMMENT

Members of the public are entitled to address the Library, Culture, & Arts Commission concerning any item within the Commission's subject matter jurisdiction. Public comments are limited to no more than three minutes. Except for certain specific exceptions, the Library, Culture & Arts Commission is prohibited from discussing or taking action on any item not appearing on the posted agenda. (See additional noticing at the end of this agenda)

ADOPTION OF AGENDA

LIBRARY REPORTS

- | | |
|---|----------------------------|
| A. COUNTY LIBRARY REPORT
Legislation, Funding & Budgeting, JPA | County Librarian |
| B. MORGAN HILL LIBRARY REPORT
User Statistics-Staffing-Programs-Upcoming Events | Community Librarian |
| C. FRIENDS OF THE LIBRARY REPORT | President |

WORKPLAN UPDATES

- | | |
|----------------------------|------------------------------------|
| City Liaison | All Commissioners |
| Permanent Public Art | Meador, Hennessey |
| Art and Culture Events | Brazelton, Meador, Whelan |
| Library Outreach & Support | Hennessey, Meador, Whelan, Artiles |
| | Whelan |

CONSENT CALENDAR

1. APPROVAL OF MEETING MINUTES FOR July 9, 2013
2. APPROVAL OF MEETING MINUTES FOR Sept 10, 2013

BUSINESS

3. REVIEW OF City Council Policy CP96-02 REGARDING TERM AND SELECTION OF CHAIR AND VICE CHAIR OF CITY BOARDS AND COMMISSIONS
Recommended Action: 1.) Presentation of policy and LCAC Roles and Responsibilities
Community Services Manager Tobin 2.) Discussion by Commission ensuring clarity and understanding.
4. COMMISSION SELECTION OF CHAIR AND VICE CHAIR
Recommended Action: 1.) Select Chair and Vice Chair

ANNOUNCEMENTS

FUTURE COMMISSION INITIATED AGENDA ITEMS:

Note: in accordance with Government Code Section 54954.2(a), there shall be no discussion, debate and/or action taken on any request other than providing direction to staff to place the matter of business on a future agenda.

ADJOURNMENT to the next monthly meeting at 7:00 p.m. on January 14, 2014, Morgan Hill Library, 660 West Main Avenue, Morgan Hill.

NOTICE

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act that are distributed to a majority of the legislative body less than 72 hours prior to an open session, will be made available for public inspection at the Office of the City Clerk at Morgan Hill City Hall located at 17575 Peak Avenue, Morgan Hill, CA, 95037 at the same time that the public records are distributed or made available to the legislative body. (Pursuant to Government Code 54957.5)

PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA

Following the opening of the Meeting, the public may present comments on items *NOT* appearing on the agenda that are within the Commission's jurisdiction. Should your comments require Commission action; your request will be placed on the next appropriate agenda. No discussion or action may be taken until your item appears on a future agenda. You may contact the Clerk for specific time and dates. This procedure is in compliance with the California Public Meeting Law (Brown Act) G.C. 54950.5. Please limit your presentation to three (3) minutes.

PUBLIC COMMENTS ON ITEMS APPEARING ON AGENDA

The Library, Culture & Arts Commission welcomes comments from all individuals on any agenda item being considered by the Commission. Please complete a Speaker Card and present it to the Clerk. This will assist the Members in hearing your comments at the appropriate time. Speaker cards are available from staff. In accordance with Government Code 54953.3 it is not a requirement to fill out a speaker card in order to speak to the Commission. However, it is very helpful to the Commission if speaker cards are submitted. As your name is called, please walk to the podium and speak directly into the microphone. Clearly state your name and address and then proceed to comment on the agenda item. In the interest of brevity and timeliness and to ensure the participation of all those desiring an opportunity to speak, comments presented to the Commission are limited to three minutes. We appreciate your cooperation.

NOTICE

AMERICANS WITH DISABILITIES ACT (ADA)

The City of Morgan Hill complies with the Americans with Disability Act (ADA) and will provide reasonable accommodation to individuals with disabilities to ensure equal access to all facilities, programs and services offered by the City. If you need special assistance to access the meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact the Office of the City Clerk at City Hall, 17555 Peak Avenue or call 779-7259 or (Hearing Impaired only - TDD 776-7381) to request accommodation. Please make your request at least 48 hours prior to the meeting to enable staff to implement reasonable arrangements to assure accessibility to the meeting.

If assistance is needed regarding any item appearing on the agenda, please contact the Office of the City Clerk at City Hall, 17575 Peak Avenue or call 779-7259 or (Hearing Impaired only - TDD 776-7381) to request accommodation.

NOTICE

Notice is given, pursuant to Government Code Section 65009, that any challenge of Public Hearing Agenda items in court, may be limited to raising only those issues raised by you or on your behalf at the Public Hearing described in this notice, or in written correspondence delivered to the Commission at, or prior to the Public Hearing on these matters.

NOTICE

The time within which judicial review must be sought of the action by the Commission which acted upon any matter appearing on this agenda is governed by the provisions of Section 1094.6 of the California Code of Civil Procedure.

Commission Report
November 2013
Nancy Howe, County Librarian

The Library District's administrative offices will be moving to our new Services and Support Center at 1370 Dell Avenue in Campbell on Friday, November 8. The Library District will host an open house for Library Commissioners and other stakeholders on Friday, December 6 from 3 to 5 pm. We hope that you will be able to join us – expect an invitation soon.

The 2014 Friends, Commissioners, Foundation and Endowment members Forum will be held on Saturday, February 1, 9a.m.-Noon. The Forum will be held at our new Services and Support Center in Campbell, and we will have two speakers who will discuss both the past and the future of libraries in Santa Clara County: Susan Fuller, County Librarian from 1985-2002 and Dr. Sandra Hirsh, Director of the School of Library and Information Science at San Jose State University. Mark your calendars for this annual event that brings together library volunteers from across the District.

At the most recent Santa Clara County Library District Joint Powers Authority (JPA) meeting on Thursday, October 24, the JPA Board took several actions. They adopted a resolution to declare the official results of the Measure A election, approved in August with an 81.72% yes vote, as well as adopting an ordinance levying the tax beginning in fiscal year 2014-15. The Board also received a year-end financial report for fiscal year 2012-13, and adopted a ten year Capital Maintenance Plan to care for library buildings. The Board also heard a report on the recent Return on Investment study, funded by Cupertino Library Foundation and conducted by BERK, which demonstrated that taxpayers receive as much as a 400% return on investment on library funding. The full study is available online at <http://www.sccl.org/about/roi>. The Board elected Campbell City Council member Jason Baker Chair of the JPA Board for 2014, and Saratoga Vice Mayor Emily Lo was elected Vice Chair.

Morgan Hill Library, Culture & Arts Commission
November 12, 2013
Peggy Tomasso, Community Librarian

September Statistics	2013	2012
Total Circulation	61,685	63,524
Adult/Teen Circulation	31,510	32,989
Children's Circulation	30,175	30,535
Total # of Programs	44	35
Total # of Attendees	1,695	1,276
New Cards	348	201
Gate Count	23,205	24,847

News:

Starting January 6, 2014 the library's new hours will be Monday, Tuesday, Wednesday 1-9 and Thursday, Friday, Saturday 10-6 with the library lobby open from 12-1 every Monday, Tuesday, and Wednesday. The staff is very excited about offering more open hours for the community in the New Year.



The library is honoring Arnavaz Wadia at the Morgan Hill Community Foundation Volunteer Awards on November 16th. Arnavaz is the library's stalwart storytime ambassador. Arnavaz's gift for working with children and their caregivers make her an irreplaceable volunteer. We don't know what we would do without her!

Staff:

We have hired a new half-time children's librarian, Judy Wolfthal. Judy has had experience in public, special, and academic libraries. She has jumped right in and has already done her first puppet show!



Upcoming November/December Programs:

11/2 & 12/7: Rhythm, Rattle and Rock
11/13: Learn about the new health insurance options in California
11/16: Wimpy Kid Party
11/20: Decorate your own fall cupcakes (for teens)
11/21: Adult Book Discussion: *Mrs. Queen Takes the Train* by William Kuhn
11/21: Teen Comic Book Discussion: *Drama* by Raina Telgemeier
11/23: Free Practice SAT Test
11/26: Teen Movie: Iron Man 2
12/4: Holiday crafts for kids
12/11: What the Affordable Care Act means for small businesses
12/14: Family movie: The Croods
12/19: Teen Comic Book Discussion: *Blue Exorcist Vol. 1* by Kato Kazue
12/19 & 12/21: Holiday Puppet Show

Ongoing programs: New Pinterest Craft Club- second Saturday of the month, Reading Buddies, Virtual Lawyers in the Library, 1st Tuesday Knit-in, CalFresh sign-up, UFW Mushroom Worker signup, and 5 weekly storytimes.

Outreach:

- Murphy Ranch has become a new bookmobile stop. Morgan Hill Library staff presented available library services to residents and issued library cards for them to use when the bookmobile visits.
- Distributed 880 Library Card Campaign Flyers and applications to schools and did 12 presentations.
- The library continues to work with the city and school district on the joint parent university conference.
- Flyers to get library cards were dropped off at child care centers.

Highlighted E-Resource: Treehouse

Treehouse is an online training platform that teaches computer coding, web design, creating mobile apps, and technical job skills. The service is being promoted by sending letters to One Stop Career Centers and to schools. Treehouse is free for library card holders. Check out what they are all about on YouTube: <http://www.youtube.com/watch?v=ZUAg51kA42M&feature=youtu.be>

Item C

Friends of the Morgan Hill Library
Report to the Library, Culture and Arts Commission
12 November, 2013
Valerie Chambliss, President

All are invited to the Friends of the Library Annual Membership meeting, to be held at 7 pm on December 3 in the Library Program Room. Our kick-off entertainment will be the AAUW Ukuladies performing Christmas tunes, with sing-along opportunities. Other than enjoying seasonal refreshments, the business at hand will be to elect the 2014 Friends of the Morgan Hill Library Board of Officers and revel in year-end reports. Come one, come all!

Next year's Silicon Valley Reads will feature 2 books on the theme of "Books and Technology: Friends or Foes?"

- *The Shallows: What the Internet is Doing to our Brains* by Nicholas Carr
- *Mr. Penumbra's 24-hour Bookstore* by Robin Sloan

Mr. Sloan will speak at our library at 7 pm on Tuesday, March 4, 2014. This is the 12th year of Silicon Valley Reads, and the Friends of the Morgan Hill Library have supported this program throughout its history.

We will be honoring Joy Safakish, our volunteer coordinator extraordinaire, at the Community Foundation Philanthropy event on Saturday, November 16, and applauding Arnavaz Wadia, a member of the Friends, who will be honored by the Morgan Hill Library.



Item 1
1 of 4

17555 PEAK AVENUE MORGAN HILL, CALIFORNIA 95037

Morgan Hill
Community & Cultural Center
1700 Monterey Road
Morgan Hill, California

Chairperson:	Pamala Meador
Vice Chair:	Tim Hennessey
Commission Member:	Susan Brazelton
Commission Member:	Amy Whelan
Commission Member:	Loren Burks Winzeler
Commission Member:	Jorge Artilles
Commission Member:	Kerry Perryman

LIBRARY, CULTURE AND ARTS COMMISSION REGULAR MEETING

MINUTES: July 9, 2013

CALL TO ORDER

Meeting called to order by Chair Meador at 7:05 p.m.

ROLL CALL ATTENDANCE

Absentees: Commissioners Winzeler and Perryman

DECLARATION OF POSTING OF AGENDA

Posted Per Government Code 54954.2

OPPORTUNITY FOR PUBLIC COMMENT

Public comment:

ADOPTION OF AGENDA

Commissioner Meador motioned with Commissioner Hennessey seconding the motion. Motion carried.

LIBRARY REPORTS

A. COUNTY LIBRARY REPORT

Written and verbal report delivered.

County Librarian

B. MORGAN HILL LIBRARY REPORT

Written and verbal report delivered.

Community Librarian

C. FRIENDS OF THE LIBRARY REPORT

Written and verbal report delivered.

President

WORKPLAN UPDATES

City Liaison – No Action Item

Permanent Public Art – No Action Item

Art & Culture Events – No Action Item

Library Outreach & Support – **Action Item:** Library staff is managing a local art contest this summer. It will look to Commissioners Hennessey, Brazelton, and Artilles for contest judging participation in mid-August. Commissioner Whelan will support contest in late August will help in getting winners' work displayed in Community & Cultural Center.

CONSENT CALENDAR

1. APPROVAL OF MEETING MINUTES FOR MAY 14, 2013 - Approved

BUSINESS

2. LEADERSHIP MORGAN HILL CLASS OF 2013 PROPOSED PROJECT

Action: (1) Commission recommends against Leadership 2013 class project and cites the following reasons: (a.) *strong* objections to the lack of any public input on a significant, visible public space that merits carefully planned attention that takes into account public sentiment; (b.) project proposal excludes any provisions for future maintenance, repair, and insurance stipulations, while past experience with existing public art pieces has clearly demonstrated that maintenance *is* a significant issue that requires budget and hours; (c.) Leadership 2013 class project completion schedule is *significantly* incompatible with the planned construction schedule for the proposed physical location; (d.) aesthetics appear incongruous, inconsistently matched to existing logo pattern, and do not represent the range of Morgan Hill life; (e.) while other community photographers were contacted to participate, those additional photographers were given strict, arguably unattainable, guidelines on a short deadline and the guidelines were ultimately changed without their knowledge resulting in only the Leadership 2013 class members who specialize in photography offering a limited range of photos that do not represent the range of Morgan Hill life for inclusion.

Special Public Comment: Doug Muirhead, a community activist, strongly objected to the lack of public input allowed for a public space that is significant and deserves the opportunity for the public and a wider artist community, which is very active in Morgan Hill, to participate in the planning and selection process. Mr. Muirhead also objected to the LCAC commission and the City being forced to respond to a project schedule that is out of place with the reality of the construction timeline.

Action: (2) Four LCAC Commissioners voted against recommending the City Council to move forward with the project; on Commissioner abstained from voting.

Action: (3) Chair Meador will draft a letter of recommendation to City Council outlining the LCAC recommendation against moving forward with the project.

3. LCAC WORKPLAN PROPOSAL, 2013/2014

Action: Commission needs to postpone formal adoption of proposed plan until City Council approves, most likely in its September session.

ANNOUNCEMENTS

No announcements were made.

FUTURE COMMISSION INITIATED AGENDA ITEMS:

Note: in accordance with Government Code Section 54954.2(a), there shall be no discussion, debate and/or action taken on any request other than providing direction to staff to place the matter of business on a future agenda.

ADJOURNMENT to next monthly meeting on **September 10, 2013 at 7:00 p.m.** in the Morgan Hill Library, 660 West Main Avenue, Morgan Hill.

MINUTES RECORDED AND PREPARED BY: LCAC Commissioner Whelan

NOTICE

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act that are distributed to a majority of the legislative body less than 72 hours prior to an open session, will be made available for public inspection at the Office of the City Clerk at Morgan Hill City Hall located at 17555 Peak Avenue, Morgan Hill, CA, 95037 at the same time that the public records are distributed or made available to the legislative body. (Pursuant to Government Code 54957.5)

PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA

Following the opening of the Meeting, the public may present comments on items **NOT** appearing on the agenda that are within the Commission's jurisdiction. Should your comments require Commission action, your request will be placed on the next appropriate agenda. No discussion or action may be taken until your item appears on a future agenda. You may contact the Clerk for specific time and dates. This procedure is in compliance with the California Public Meeting Law (Brown Act) G.C. 54950.5. Please limit your presentation to three (3) minutes.

PUBLIC COMMENTS ON ITEMS APPEARING ON AGENDA

The Library, Culture & Arts Commission welcomes comments from all individuals on any agenda item being considered by the Commission. Please complete a Speaker Card and present it to the Clerk. This will assist the Members in hearing your comments at the appropriate time. Speaker cards are available from staff. In accordance with Government Code 54953.3 it is not a requirement to fill out a speaker card in order to speak to the Commission. However, it is very helpful to the Commission if speaker cards are submitted. As your name is called, please walk to the podium and speak directly into the microphone. Clearly state your name and address and then proceed to comment on the agenda item. In the interest of brevity and timeliness and to ensure the participation of all those desiring an opportunity to speak, comments presented to the Commission are limited to three minutes. We appreciate your cooperation.

NOTICE

AMERICANS WITH DISABILITIES ACT (ADA)

The City of Morgan Hill complies with the Americans with Disability Act (ADA) and will provide reasonable accommodation to individuals with disabilities to ensure equal access to all facilities, programs and services offered by the City. If you need special assistance to access the meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact the Office of the City Clerk at City Hall, 17555 Peak Avenue or call 779-7259 or (Hearing Impaired only - TDD 776-7381) to request accommodation. Please make your request at least 48 hours prior to the meeting to enable staff to implement reasonable arrangements to assure accessibility to the meeting.

If assistance is needed regarding any item appearing on the agenda, please contact the Office of the City Clerk at City Hall, 17555 Peak Avenue or call 779-7259 or (Hearing Impaired only - TDD 776-7381) to request accommodation.

NOTICE

Notice is given, pursuant to Government Code Section 65009, that any challenge of Public Hearing Agenda items in court, may be limited to raising only those issues raised by you or on your behalf at the Public Hearing described in this notice, or in written correspondence delivered to the Commission at, or prior to the Public Hearing on these matters.

NOTICE

The time within which judicial review must be sought of the action by the Commission which acted upon any matter appearing on this agenda is governed by the provisions of Section 1094.6 of the California Code of Civil Procedure.



17555 PEAK AVENUE MORGAN HILL, CALIFORNIA 95037

Morgan Hill
Community & Cultural Center
1700 Monterey Road
Morgan Hill, California

Chairperson: Pamala Meador
Vice Chair: Loren Burks Winzeler
Commission Member: Susan Brazelton
Commission Member: Amy Whelan
Commission Member: Tim Hennessey
Commission Member: Jorge Artiles
Commission Member: Kerry Perryman

LIBRARY, CULTURE AND ARTS COMMISSION REGULAR MEETING

MINUTES: September 10, 2013

CALL TO ORDER

Meeting called to order by Chair Meador at 7:05 p.m.

ROLL CALL ATTENDANCE

Absentees: Commissioners Winzeler and Artiles

DECLARATION OF POSTING OF AGENDA

Posted Per Government Code 54954.2

OPPORTUNITY FOR PUBLIC COMMENT

Public comment: None made.

ADOPTION OF AGENDA

Commissioner Meador motioned with Commissioner Hennessey seconding the motion. Motion carried.

ACKNOWLEDGEMENTS

Art Contest winners were congratulated and presented with a certificate and prize check for their winning entries in the "Morgan Hill 2035" art contest hosted by the Morgan Hill Library, the Friends of the Morgan Hill Library, and the Library, Culture & Arts Commission. Grand prize of \$235 goes to Andrew T. Zhao; the two \$35 runners up are Christine Chon and Lila Parks. Photo and caption submitted to the *Morgan Hill Life* for consideration.

LIBRARY REPORTS

A. COUNTY LIBRARY REPORT

Written and verbal report delivered.

County Librarian

B. MORGAN HILL LIBRARY REPORT

Community Librarian

Written and verbal report delivered.

C. FRIENDS OF THE LIBRARY REPORT

President

Written and verbal report delivered.

WORKPLAN UPDATES

City Liaison – No Action Item

Permanent Public Art – Complete the virtual tour website program.

Art & Culture Events – No Action Item

Library Outreach & Support – No Action Item

CONSENT CALENDAR

1. APPROVAL OF MEETING MINURES: No meeting minutes available for approval.

BUSINESS

2. LEADERSHIP MORGAN HILL CLASS OF 2013 PROPOSED PROJECT

Public Comment: Resident Mr. Doug Muirhead thanked the three commissioners who participated in the July 17 City Council meeting.

3. “WAITING FOR THE TRAIN” SCULPTURE MAINTENANCE SCHEDULE

Action: (1) Commissioner Meador to reach out to Kiwanis and sculptor, Marlene Amerian, who has organized a regular cleaning schedule with Kiwanis. Exchange will include obtaining proper maintenance procedures and timing, as well as documenting Kiwanis’ process and supporting Kiwanis as it moves forward with cleaning. (2) Commissioner Whelan will contact Evelyn Davis, the sculptor of “Once upon a Mushroom” and “Liberty” and ask for those cleaning instructions. A motion was made to invite Kiwanis to the next LCAC meeting; Commissioner Hennessey made the motion, Commissioner Brazelton seconded the motion, motion carried.

3. LCAC WORKPLAN DRAFT, 2013/2014

Public Comment: Resident Mr. Doug Muirhead stressed that Commissioners should press the City Council to either move forward with its “Task Force” notion or approve work plans that have been submitted for approval.

ANNOUNCEMENTS

No announcements were made.

FUTURE COMMISSION INITIATED AGENDA ITEMS:

Note: in accordance with Government Code Section 54954.2(a), there shall be no discussion, debate and/or action taken on any request other than providing direction to staff to place the matter of business on a future agenda.

ADJOURNMENT to next monthly meeting on **November 12, 2013 at 7:00 p.m.** in the Morgan Hill Library, 660 West Main Avenue, Morgan Hill.

MINUTES RECORDED AND PREPARED BY: LCAC Commissioner Whelan

NOTICE

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act that are distributed to a majority of the legislative body less than 72 hours prior to an open session, will be made available for public inspection at the Office of the City Clerk at Morgan Hill City Hall located at 17555 Peak Avenue, Morgan Hill, CA, 95037 at the same time that the public records are distributed or made available to the legislative body. (Pursuant to Government Code 54957.5)

PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA

Following the opening of the Meeting, the public may present comments on items **NOT** appearing on the agenda that are within the Commission's jurisdiction. Should your comments require Commission action, your request will be placed on the next appropriate agenda. No discussion or action may be taken until your item appears on a future agenda. You may contact the Clerk for specific time and dates. This procedure is in compliance with the California Public Meeting Law (Brown Act) G.C. 54950.5. Please limit your presentation to three (3) minutes.

PUBLIC COMMENTS ON ITEMS APPEARING ON AGENDA

The Library, Culture & Arts Commission welcomes comments from all individuals on any agenda item being considered by the Commission. Please complete a Speaker Card and present it to the Clerk. This will assist the Members in hearing your comments at the appropriate time. Speaker cards are available from staff. In accordance with Government Code 54953.3 it is not a requirement to fill out a speaker card in order to speak to the Commission. However, it is very helpful to the Commission if speaker cards are submitted. As your name is called, please walk to the podium and speak directly into the microphone. Clearly state your name and address and then proceed to comment on the agenda item. In the interest of brevity and timeliness and to ensure the participation of all those desiring an opportunity to speak, comments presented to the Commission are limited to three minutes. We appreciate your cooperation.

NOTICE

AMERICANS WITH DISABILITIES ACT (ADA)

The City of Morgan Hill complies with the Americans with Disability Act (ADA) and will provide reasonable accommodation to individuals with disabilities to ensure equal access to all facilities, programs and services offered by the City. If you need special assistance to access the meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact the Office of the City Clerk at City Hall, 17555 Peak Avenue or call 779-7259 or (Hearing Impaired only - TDD 776-7381) to request accommodation. Please make your request at least 48 hours prior to the meeting to enable staff to implement reasonable arrangements to assure accessibility to the meeting.

If assistance is needed regarding any item appearing on the agenda, please contact the Office of the City Clerk at City Hall, 17555 Peak Avenue or call 779-7259 or (Hearing Impaired only - TDD 776-7381) to request accommodation.

NOTICE

Notice is given, pursuant to Government Code Section 65009, that any challenge of Public Hearing Agenda items in court, may be limited to raising only those issues raised by you or on your behalf at the Public Hearing described in this notice, or in written correspondence delivered to the Commission at, or prior to the Public Hearing on these matters.

NOTICE

The time within which judicial review must be sought of the action by the Commission which acted upon any matter appearing on this agenda is governed by the provisions of Section 1094.6 of the California Code of Civil Procedure.

CITY OF MORGAN HILL CITY COUNCIL POLICIES AND PROCEDURES

CP 96-02

SUBJECT: POLICY REGARDING TERM AND SELECTION OF CHAIR AND
VICE CHAIR OF CITY BOARDS AND COMMISSIONS

DATE: APRIL 17, 1996

REVISION DATE: DECEMBER 15, 1999, REVIEWED JUNE 27, 2007; AMENDED
APRIL 16, 2008

ORIGINATING DEPT: CITY CLERK

In order to provide an efficient method for the selection of Chair and Vice-Chair from the members of the Boards and Commissions, it shall be the policy of the City Council of Morgan Hill to have these officers serve a one (1) year term beginning the first regular meeting date when the Boards and Commissions reorganize; following City Council appointments. A rotation system shall be followed in the selection of the Chair and Vice-Chair. The member who has served the longest on the Board or Commission without serving as Chair during the previous four (4) years shall be selected for the position of Chair. The member second in seniority who has not yet served during the previous four (4) years as Chair shall become Vice-Chair. If the member selected as Vice-Chair is on the Board or Commission at the time the next Chair is selected he/she shall become Chair.

Prior to selection as Chair, a Board or Commission member must serve a minimum of twelve (12) months on the Board or Commission. Each member's seniority shall begin upon the effective date of that member's appointment to the Board or Commission. If two (2) or more members have equal seniority, the Board or Commission shall make the selection. In the event a member otherwise eligible for selection declines the position, the member next in seniority shall be selected. A Board or Commission member will be eligible to serve another term as Chair and Vice Chair provided at least four (4) years have transpired since having previously served as Chair or Vice Chair respectively. Such period may be reduced by one year increments if no other Board or Commission member is eligible to serve due to a recent appointment or because a member otherwise eligible for selection declines the position. If two or more members are eligible to serve another term as Chair, the member who has served the longest on the Board or Commission since having previously served as Chair shall be first in seniority to serve another term as Chair and Vice Chair.

This policy shall remain in effect until modified by the City Council.

APPROVED: 

STEVE TATE, MAYOR

**PARKS & RECREATION COMMISSION
LIBRARY, CULTURE & ARTS COMMISSION
Roles & Responsibilities**

STAFF	COMMISSION
Agenda <ul style="list-style-type: none"> ▪ prepare in coordination with Chair ▪ post Primary: PRC- RCSD Director LCAC – Recreation Supervisor	Agenda <ul style="list-style-type: none"> ▪ prepare in coordination with staff Primary: Chair
Workplan <ul style="list-style-type: none"> ▪ assist Chair in scheduling and submitting workplan to Council Primary: PRC – RCSD Director LCAC – Recreation Supervisor	Workplan <ul style="list-style-type: none"> ▪ develop, produce, submit, and implement through working sub-committees annually Primary: full Commission
Reports to Council <ul style="list-style-type: none"> ▪ assist Chair in scheduling and submitting to Council Primary: PRC – RCSD Director LCAC – Recreation Supervisor	Reports to Council <ul style="list-style-type: none"> ▪ develop, produce, submit, and present ▪ attend Council meeting Primary: Commission Chair
Staff Reports to Commission <ul style="list-style-type: none"> ▪ write, agendize, and discuss on an as-needed basis Primary: Generating departmental staff	Working Sub-Committees <ul style="list-style-type: none"> ▪ report to full Commission as needed Primary: sub-committee chairs
Minutes <ul style="list-style-type: none"> ▪ include draft minutes with agenda ▪ post approved minutes to internet Primary: PRC –RCSD Director LCAC – Recreation Supervisor	Minutes <ul style="list-style-type: none"> ▪ record action minutes ▪ submit to staff within 10 days Primary: Vice Chair
Administration <ul style="list-style-type: none"> ▪ recruitments ▪ appointments ▪ mandates Primary: City Clerk	Administration <ul style="list-style-type: none"> ▪ open & close meeting facility ▪ dais set up Primary: Chair/Vice Chair